

Madison County Department of Emergency Medical Services



Standard Operating Guideline

Title	Patient Treatment Documentation
Number	006
Adoption Date	1/1/07
Revision Date	3/6/08
Approved by	Lewis Jenkins, EMS Director



Purpose:

All emergency responses will be documented in EMS Charts per the Virginia Office of EMS. All reports will be printed, signed, and secured upon completion.

Policy:

1. The ambulance crew is responsible for the proper completion of the document for each emergency response.
2. Once in computer, this document is a legal document. The healthcare provider must ensure that the data records accurately reflect signs, symptoms, and events that occurred on the scene, and not the technician's suppositions or beliefs. All abbreviations will be kept to a minimum, and shall be used from the approved list. Use complete sentences and keep language neat, simple, and legible.
3. Madison County EMS personnel will use official call times and incident numbers received from Madison County Sheriff's Office Dispatch.
4. The Pre-Hospital Patient Care Report Form will be utilized as follows:
 - a. Computer - Completed in computer and retained by the agency for a minimum of five (5) years.
 - b. Fax – Faxed to the emergency facility within twenty-four (24) hours of the incident including patient data about the incident. This copy becomes a part of the patient's medical record.
 - c. MEMS PPCR - If an IV or drugs are used as part of the patient's course of treatment, this must be signed by the ED physician / PA and turned in at the pharmacy or Pyxis when exchanging meds and supplies.
5. Any patient care refusals completed with patient contact must be complete with a witness signature and date, and shall include vitals and a GCS of the patient.